



Michigan State Industries

Return Authorization

RETURNS ONLY



| | | | |
|-------------------|--|-------------|--|
| MSI Sales Order#: | | Authorized: | |
|-------------------|--|-------------|--|

Customer will not receive credit for any items returned w/o prior approval /signature & paperwork

- Items must be in new condition
- Original Packaging
- No alterations, or washing
- A 15% Restocking fee may be applied
- Items must be on original order
- Special Orders are non-returnable
- No returns after 90 days of facility delivery
- Copy of form must accompany return items

Please fill out information as accurately as possible.

Once the form is completed, **"SAVE AS"** and **"RENAME"** the form. E-mail form to: [MSI RETURNS INBOX](#)

Purchase Order #:

| | |
|-----------------|--|
| Customer: | |
| Address: | |
| City: | |
| Contact Person: | |
| Phone: | |

| | |
|------------------|--|
| Today's Date: | |
| Name: | |
| EIN#: | |
| Order Date: | |
| Facility Order#: | |

| QTY | ITEM# / DESCRIPTION | SIZE | REASON FOR RETURN or PICKUP | FAC |
|-------------|---------------------|------|-----------------------------|-----|
| Sample Line | 51F-0151-2XRG-HB | LG | Wrong Size Ordered | |
| | | | | |
| | | | | |
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| | | | | |

Factory / Driver Use Only (Receiver)

Driver Pick-up (Date P/U): _____

Driver Delivery (Date): _____

Driver Signature: _____

Driver Signature: _____

Customer Signature: _____

Receiver Signature: _____

(Factory Use Only – Check all that apply):

| | | | | |
|------|--|---------------------|--|---|
| D/M: | | Destroy: | | Customer Error (C/E), Factory Error (F/E), Defective Material (DM), Order Entry Error (O/E), Other / Resigned-Retired |
| C/E: | | Restocking Fee: | | |
| F/E: | | Other/Credit: | | Signature: |
| O/E | | Replaced (Explain): | | Date: |